

Presentation Secondary School, Ballingarry



School Book Rental Scheme Policy

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Ballingarry,
School Book Rental Scheme**

Aim

That all students are facilitated to have text books at minimum expense to their parents.

Background

During the 1990s a book rental scheme was set up in our school and has remained in existence since then. In the early stages a small number of standard text books were provided through the scheme. With the passage of time, curriculum development and increased student enrolment, a more comprehensive scheme has been developed. Most students continue to avail of the scheme.

Current practice

Parents are informed in March/April of the cost of the rental/charges for the upcoming year. Parents of incoming students are informed when an offer of a place in the school is being made (December/January). Traditionally payment was due in early September but since 2012 incoming students have paid in May before the start of the school year. This practice is in the process of being extended to all year groups to enable the school to source, purchase and process books before the commencement of the school year.

Annual Charges

Costs are subject to change annually due to curriculum and text updates.

Each year group pay for book rental each year.

- The annual grant from the DES is distributed throughout the school and covers the shortfall caused by families unable to pay.
- Parents have the option to pay by instalment.

Procedure

- Teacher subject groups meet in March/April to decide on text book requirements for the upcoming year. Where possible the existing stock of text books is used.
- A final list for each year group/subject is presented to the principal before the end of May.
- For this system to work effectively and efficiently the school needs to know the composition of all subjects groups in each year by mid-May.
- Third Year, Transition Year and Sixth Year students return all texts at the conclusion of the State Examination/year.
- Outgoing First Year, Second Year and Fifth Year students do not return their texts in May.

Purchasing books

- Books are purchased, while possible, from a sole supplier, in line with the schools procurement procedure.

Maintenance

- Students are actively encouraged to take proper care of texts on loan to them by the school.
- Stocktaking of all books returned is carried out annually and the condition of books are monitored. At this stage a decision is made by the book rental personnel, in conjunction with subject teachers and the principal, as to whether the stock of any particular text is of sufficient quality to be issued again. If deemed unusable they are sent for recycling.
- Since 2009 all new texts are barcoded using a computerised book rental package. Each student's textbooks are recorded on the school system. All new texts are covered using a durable plastic cover.

Distribution of books

- An order slip is passed on to the book rental personnel for processing. A set of adhesive labels with the names of each student accompanies the requisition form.
- Texts are allocated by book rental personnel having been counted and checked. Students collect them from the Computer room retain them in their lockers.

Return of books

- Books are returned back into the system when students have finished using them.
- If books are not returned the book rental person follows up on same.
- The cost of lost/excessively damaged books is borne by the student/parents.

Maintenance of books

- Students are responsible for all textbooks issued to them by the school. While all textbooks remain the property of the school, students are required to handle them with care. An undertaking to this effect is included in the school's Code of Behaviour which students and parents sign.
- Subject teachers play a vital role in ensuring the care and condition of textbooks.

Note

- Workbooks and examination papers are not supplied by the scheme.

Signed :

V.Maher : Chairperson Board of Management

15.09.2014